



Updating an Existing Foreign Registration in the System for Award Management (SAM) for Contracts or Grants with the United States Federal Government



This presentation was created by logging into the System for Award Management (SAM) with Internet Explorer 8. If you are using a different Internet Browser to access SAM, such as Google Chrome, Firefox or another version of Internet Explorer your screens may appear slightly different.



Each time you log into SAM you will be required to
Accept the Usage Agreement to continue.

[HOME](#)[SEARCH RECORDS](#)[DATA ACCESS](#)[GENERAL INFO](#)[HELP](#)

SAM Terms and Conditions

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and

[DECLINE](#)[ACCEPT](#)



If you had a CCR account you can migrate your account so that you can access and manage the account. You will only need to do this once to access the account.

MY SAM
SEARCH RECORDS
DATA ACCESS
GENERAL INFO
HELP

🔍

MY SAM

Manage My User Roles

My Roles

Invitations

Migrate Legacy System Account

Migrated Accounts

Request Role with New Entity

Manage Entity Users

Register/Update Entity

Account Settings

Data Access

General

Welcome, Your Name

Would you like to migrate a legacy system account? YES HIDE MESSAGE

DO NOT USE THE BACK BUTTON ON YOUR BROWSER. You should use the buttons found on each page to navigate the site. If you use your browser back button, you may lose data previously entered but not saved.

Welcome to SAM!
Notice: Revised SBA size standards are in effect as of July 22, 2013; see below for details about how this impacts entity registrations in SAM.

Welcome! This page is your "My SAM" page. From here you can access the functionality that you need to do your job.

1. If you had a user account in CCR, EPLS, or FedReg, you need to migrate your permissions from your old user account to your new SAM user account. Click the "YES" button above to begin the process. Please note that all entity registration records (such as your CCR and ORCA records) have already been migrated from the legacy systems to SAM. The data is here; you just need to connect your user account to the record(s).
2. The navigation links on the left side of the page give you access to different parts of SAM. The categories available vary based on your permissions in SAM. For example:
 - a. "Manage My User Roles" - Links under here allow you to manage your roles. You can request new roles or view your current roles and entity associations.
 - b. "Register/Update Entity" - Here you will find the links to manage your entity registration record(s). If you are updating an entity registration for the first time in SAM, this information came from CCR, ORCA, or FedReg.
 - c. "Data Access" - If you need access to data extracts or need to view non-public data (such as TIN or banking information) through search, this section will contain all the information you need to request permission.



Select Central Contractor Registration (CCR).
You will need access to the email on file for that account.
If you do not have access to the email on file, contact FSD
at 334-206-7828 or visit their website at www.fsd.gov
to receive assistance with accessing your existing account.

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Migrate Legacy Account

Select Legacy Systems

Select Legacy Systems

Please select the legacy systems for which you would like to migrate an account. The system will check if a legacy account in the selected system has the same email address as the one identified on your SAM account. You must have access to the email address that is tied to your legacy account to complete this process.

- Central Contractor Registration (CCR) / CCR Tools
- Federal Agency Registration (FedReg)
- Excluded Parties List System (EPLS)

ORCA and CCR records have been combined. To access your ORCA records, please migrate your CCR account.

BACK TO USER DASHBOARD

Content Glossary

Status Indicators:

- Legacy System Name

NEXT



Enter the email address of the user account on the CCR account. **Select Next.**

Select Legacy Accounts

Select Legacy Accounts

If a match was found for the system, you can migrate the matching result. If no results were found, please enter the email address that is tied to your legacy account.

CCR
Enter Email Address:

Can't remember your CCR email address? If you do not remember the email address that you used in CCR or if you no longer have access to it, click [here](#).



If the email address you entered did not exist in the Legacy system account or someone has already migrated the account, you will receive the error below.

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Migrate Legacy Account

- Select Legacy Systems
- Select Legacy Accounts
- Summary

BACK TO USER DASHBOARD

Select Legacy Accounts

Mandatory Errors

Legacy system user account error: either the email address you provided could not be found in CCR or the User account associated with the email address you provided has already been migrated.

Select Legacy Accounts

If a match was found for the system, you can migrate the matching result. If no results were found, please enter the email address that is tied to your legacy account.

CCR

Enter Email Address:

PREVIOUS NEXT

Content Glossary

Status Indicators:

- Legacy System Name
- Legacy Account Email Address
- Legacy Account Username

SAM | System for Award Management 1.0

IBM v1.1016.20130614-1637
WWW6

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov



You will now need to contact the Federal Service Desk at 334-206-7828 (www.fsd.gov).

MY SAM
SEARCH RECORDS
DATA ACCESS
GENERAL INFO
HELP

Migrate Legacy Account

- ▶ [Select Legacy Systems](#)
- ▶ [Select Legacy Accounts](#)
- ▶ [Summary](#)

BACK TO USER DASHBOARD

Select Legacy Accounts

Mandatory Errors

Legacy system user account error: either the email address you provided could not be found in CCR or the User account associated with the email address you provided has already been migrated.

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CCR

Enter Email Address:

PREVIOUS
NEXT

Content Glossary

Status Indicators: ☐

- ▶ Legacy System Name
- ▶ Legacy Account Email Address
- ▶ Legacy Account Username

SAM | System for Award Management 1.0

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IBM v1.1016.20130614-1637
WWW6



Account Migration is successful when you log into SAM and see the options under the Register/Update Entity tab (in red box).

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

MY SAM

Manage My User Roles

Manage Entity Users

Register/Update Entity

Complete Registrations

Incomplete Registrations

Inactive Registrations

Register New Entity

BioPreferred Reporting

Manage Federal Hierarchy

Manage Exclusions

Manage Data Access

Welcome,

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Depending on the status of your registration, **SELECT ONE** of the following categories: Complete Registrations (active or submitted), Incomplete Registrations (work in progress) or Inactive Registrations (expired).

MY SAM

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP



MY SAM

Manage My User Roles

Manage Entity Users

Register/Update Entity

Complete Registrations

Incomplete Registrations

Inactive Registrations

Register New Entity

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2. The navigation links on the left side of the page give you access to different parts of SAM. The categories available vary based on your permissions in SAM. For example:



Select the Company Name in the Entity List box.


MY SAM	Draft/In Progress Registrations	
Manage My User Roles	Page Description	
Manage Entity Users	Please search and select an entity for which you want to view or update the profile. To register a new entity in SAM, please select the Register New Entity link.	
Register/Update Entity	Search for an Entity	
Complete Registrations	Legal Business Name:	<input type="text"/>
Incomplete Registrations	DUNS:	<input type="text"/>
Inactive Registrations	DoDAAC:	<input type="text"/>
Register New Entity	Office Code:	<input type="text"/>
Service Contract Inventory	<input type="button" value="SEARCH"/> <input type="button" value="CLEAR"/>	
Account Settings	Entity List	Registration Details
Data Access	Your company	
General		





Registration Details display.

Select Update Entity, View or Delete the Entity.

MY SAM		
Manage My User Roles	Page Description	
Manage Entity Users	Please search and select an entity for which you want to view or update the profile. To register a new entity in SAM, please select the Register New Entity link..	
Register/Update Entity		
Complete Registrations	Search for an Entity	
Incomplete Registrations	Legal Business Name:	<input type="text"/>
Inactive Registrations	DUNS:	<input type="text"/>
Register New Entity	DoDAAC:	<input type="text"/>
Service Contract Inventory	Office Code:	<input type="text"/>
Account Settings	<input type="button" value="SEARCH"/> <input type="button" value="CLEAR"/>	
Data Access	Entity List	Registration Details
General	Your company	Entity Name: Your name Entity Details DUNS Number: 999999999 Address Line 1: Your address Address Line 2: City: Your city State: Country: Your country ZIP/Postal Code: 99999 Registration Status: Work in Progress
		<input type="button" value="UPDATE ENTITY"/> <input type="button" value="VIEW"/> <input type="button" value="DELETE"/>



Determine Purpose of Registration by choosing an option from the drop down menu.

Manage My User Roles	<p>Page Description</p> <p>The system will guide you through the entity update process based on the answer you provide below. If you choose to only update the Points of Contact (POCs), the entity status will remain unchanged and you will still be required to update the registration prior to its set expiration date.</p> <p>What would you like to update?</p> <div data-bbox="492 821 1226 978"><p>Please select a value</p><p>Please select a value</p><p>Purpose of Registration and remaining entity registration</p><p>All sections applicable to the registration besides the Purpose of Registration</p><p>Points of Contact (POC) ONLY</p></div> <p><input type="button" value="CANCEL"/> <input type="button" value="NEXT"/></p>
Manage Entity Users	
Register/Update Entity	
Account Settings	
Data Access	
General	





Indicate your entity type and complete the drop down menus. **Select Next.**

Register Entity

Determine Purpose of Registration

Registration Overview

Purpose of Registration

- Determine Purpose
- Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Certification

[BACK TO USER DASHBOARD](#)

Page Description

The system will guide you through the entity registration process based on the answers you provide below.


What type of entity are you? *

Do you wish to bid on contracts?

Do you want to be eligible for grants and other federal assistance?

Do you want to perform Intragovernmental Transactions (IGT)?

[CANCEL](#) [PREVIOUS](#) [NEXT](#)





SAM has determined your purpose of registration. You will continue with the Entity Registration process. **Select Next.**

Register Entity

Confirm Purpose

Registration Overview

Purpose of Registration

✔ Determine Purpose

➔ Confirm Purpose

Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Certification

Page Description

Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process.

Purpose of Registration:

You are required to complete the following sections:

CANCEL

All Awards

Core Data

Assertions

Representations & Certifications

Points of Contact

PREVIOUS

NEXT

BACK TO USER DASHBOARD






This information cannot be edited. **Select Next.**

Registration Overview	Page Description Enter DUNS Information for your entity.
Purpose of Registration	
Core Data	
<input checked="" type="checkbox"/> DUNS Information	Public Identifier: DUNS Number: * <input type="text" value="999999999"/> <i>If you do not have a DUNS Number, please click here to request one For assistance, contact Dun & Bradstreet (D&B) US ONLY at 1-866-705-5711 or govt@dnb.com. International registrants email: samhelp@dnb.com</i>
<input checked="" type="checkbox"/> Verify DUNS Information	
<input type="checkbox"/> Business Information	Name: D&B Legal Business Name: * <input type="text" value="Your company"/>
<input type="checkbox"/> IRS Consent	DUNS Physical Address: <i>Please enter the physical address that D&B has on file for your entity. Your entity will not be activated if a mailing address is provided.</i>
<input type="checkbox"/> CAGE or NCAGE Code	Address Line: * <input type="text" value="Your address"/>
<input type="checkbox"/> General Information	City: * <input type="text" value="Your city"/>
<input type="checkbox"/> Financial Information	State/ Province: * <input type="text" value="Your state"/>
<input type="checkbox"/> Executive Compensation Questions	ZIP/Postal Code: <input type="text" value="99999"/>
<input type="checkbox"/> Proceedings Questions	Country: * <input type="text" value="Your country"/>
<input type="checkbox"/> Information Opt-Out	
<input type="checkbox"/> Review Core Data	
Assertions	
Representations and Certifications	
Points of Contact	<input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input checked="" type="button" value="NEXT"/>
Small Business Certification	





If your information matches D&B, **Select Save and Confirm.**
 If the information from D&B is incorrect, you must contact
D&B (703-807-5733) to correct before continuing.

Core Data	Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.																															
<ul style="list-style-type: none"> ✓ DUNS Information ✓ Verify DUNS Information ✓ Business Information ✓ IRS Consent ✓ CAGE or NCAGE Code ● General Information ● Financial Information ● Executive Compensation Questions ● Proceedings Questions ● Information Opt-Out ● Review Core Data ● Continue to Next Section 	<p><i>If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.</i></p> <p style="text-align: right;">REFRESH D&B DATA</p> <table border="1"> <thead> <tr> <th></th> <th>Details Entered by the user</th> <th>Details returned from D&B</th> </tr> </thead> <tbody> <tr> <td>DUNS:</td> <td>999999999</td> <td>999999999</td> </tr> <tr> <td>Legal Business Name:</td> <td>Your company</td> <td>Your company</td> </tr> <tr> <td>Doing Business As:</td> <td>Your company</td> <td>Your company</td> </tr> <tr> <td>Address Line 1:</td> <td>Your address</td> <td>Your address</td> </tr> <tr> <td>Address Line 2:</td> <td></td> <td></td> </tr> <tr> <td>City:</td> <td>Your city</td> <td>Your city</td> </tr> <tr> <td>State:</td> <td></td> <td></td> </tr> <tr> <td>ZIP/Postal Code:</td> <td>Your zip</td> <td>Your zip</td> </tr> <tr> <td>Country:</td> <td>Your country</td> <td>Your country</td> </tr> </tbody> </table> <p style="text-align: right;"></p> <p style="text-align: right;"> PREVIOUS SAVE AND CONFIRM </p>			Details Entered by the user	Details returned from D&B	DUNS:	999999999	999999999	Legal Business Name:	Your company	Your company	Doing Business As:	Your company	Your company	Address Line 1:	Your address	Your address	Address Line 2:			City:	Your city	Your city	State:			ZIP/Postal Code:	Your zip	Your zip	Country:	Your country	Your country
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State:																																
ZIP/Postal Code:	Your zip	Your zip																														
Country:	Your country	Your country																														
Assertions	<p style="text-align: left;">CANCEL</p>																															



Your Legal Business Name **AND** your address must match exactly in both SAM and NATO.

SAM

Details returned from D&B	
DUNS:	999999999
Legal Business Name:	Your Company
Doing Business As:	Your Company
Address Line 1:	Your address
Address Line 2:	
City:	Your City
State:	Your State
ZIP/Postal Code:	Your Zip Code
Country:	Your Country

NATO

Home > NCAGE details	
Cage Data	
Organization Data - Generals	
CAGE Code	ABC12
Organization Name	Your Company
Creation Date	
Status	A - Active record
Country	
UFDC	1

To View the NCAGE details go to the NATO Web site.

NATO Web site: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>



You will already have an MPIN on this page. If you want to change your MPIN you may do so now.

Registration Overview

Purpose of Registration

Core Data

- ✓ DUNS Information
- ✓ Verify DUNS Information
- ✓ **Business Information**
- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- ✓ General Information
- ✓ Financial Information
- ✓ Executive Compensation Questions
- ✓ Proceedings Questions

Note: TIN (either EIN or SSN) is required. Only sole proprietors with number entered here will be sent to the IRS with the TIN consent info match from IRS.

Business Information:

Business Start Date (MM/DD/YYYY): *

Fiscal Year End Close Date (MM/DD): *

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District:

Create/Enter MPIN: *

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

Physical Address - Battle Creek

Address Type:

MPIN
Must be exactly 9 characters and contain at least one letter, one number. NO SPACES or SPECIAL CHARACTERS (!@#%\$%).



Make sure everything is correct. **Save and Continue.**

***Foreign Registrations are NOT required to enter an EIN/TIN.**

▼ Mailing Address - Battle Creek

Address Type:

Address Line 1*:

Address Line 2:

City*:

State/Province*:

ZIP/Postal Code:

Country*:

Tax Identification Number (TIN):

If you do not have a TIN please contact the IRS by [clicking here](#)

TIN Type*:

TIN: **Leave Blank** Note: TIN match from IRS may take 3-5 business days



Does your entity already have a NCAGE code?

You will select **YES** and then enter your company's NCAGE code in the box below. Select Save and Continue.

Register Entity	NCAGE Code
Registration Overview	
Purpose of Registration	
Core Data	<p style="text-align: right;">DUNS: 999999999 NCAGE: ABCD1</p>
<ul style="list-style-type: none"> ✓ DUNS Information 	<p>Page Description</p> <p>As an international registrant, you must enter your NATO Commercial and Government Entity (NCAGE) Code. If you don't have one, use the NCAGE Request Tool to request one from NATO. You can also search for your NCAGE Code using this tool. Once you receive your NCAGE Code from NATO, search to make sure it appears in the U.S. CAGE database correctly. You cannot continue registering in SAM without an NCAGE Code that exists in the U.S. CAGE database.</p>
<ul style="list-style-type: none"> ✓ Verify DUNS Information 	<p>Does your entity already have a NCAGE Code? *</p> <p style="text-align: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>
<ul style="list-style-type: none"> ✓ Business Information 	
<ul style="list-style-type: none"> → CAGE or NCAGE Code 	<p>NCAGE Code:  <input type="text" value="ABCD1"/> Search for NCAGE Code</p>
<ul style="list-style-type: none"> ● CAGE Ownership Details 	<p>On the next page, you will need to answer questions about entities that may own or control the entity you are registering.</p>
<ul style="list-style-type: none"> ● General Information 	<p style="text-align: center;"> <input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input type="button" value="SAVE AND CONTINUE"/> </p>
<ul style="list-style-type: none"> ● Financial Information 	
<ul style="list-style-type: none"> ● Executive Compensation Questions 	



CAGE Ownership Details

Register Entity

CAGE Ownership Details

DUNS: 999999999

NCAGE: ABCD1

Page Description

Federal Acquisition Regulation ([FAR Subpart 4.18](#)) requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate a [provision](#) you will certify to later in Reqs & Certs. If you don't know your owner's CAGE/NCAGE Code, you can [look it up](#). If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to [request an NCAGE Code](#) right away.

Does another entity own or control the entity you are registering?*

 Yes No

This is your [Immediate Owner](#).

Is your Immediate Owner located outside the U.S. and its territories?*

 Yes No

Does your Immediate Owner already have an NCAGE Code?*

 Yes No

Enter your Immediate Owner's NCAGE Code.*

Select "Verify" to see the information for that NCAGE Code. If this represents your Immediate Owner, answer the next question. If not, enter a different NCAGE Code and select "Verify." [Look up](#) the NCAGE Code if you don't know it. *

CAGE Details for Immediate Owner

NCAGE Code: ABCD2
 Legal Business Name: Your company
 Address Line 1: Your address
 City: Your city
 Province:
 Zip/Postal Code: Your zip
 Country: Your country

Does your entity have an Immediate Owner? If **NO** select Save and Continue. If **YES**...



Is the Immediate Owner located outside of the U.S. and its territories? If **NO** provide Immediate Owner CAGE Code and select verify. If **YES**...



Provide NCAGE Code for Immediate Owner and select verify.

*If you would like to learn more about Ownership of Offeror please view our Ownership of Offeror Support Guide.

<https://www.logisticsinformationservice.dla.mil/CAGETier3/supportguides.asp>



CAGE Ownership Details Continued

Does another entity own or control your Immediate Owner? If **NO** select Save and Continue. If **YES**...



Is your Highest-Level Owner located outside of the U.S. and its territories? If **NO** provide Highest-Level Owner CAGE Code and select verify. If **YES**...



Provide NCAGE Code for Highest-Level Owner and select verify.

Representations and Certifications

Points of Contact

Submit Certification

[BACK TO USER DASHBOARD](#)

Does another entity own or control your Immediate Owner?*

Yes No

Answer the following questions about the [Highest-Level Owner](#) in the entire organization.

Is your Highest-Level Owner located outside the U.S. and its territories?*

Yes No

Does your Highest-Level Owner already have an NCAGE Code?*

Yes No

Enter your Highest-Level Owner's NCAGE Code.*

Select "Verify" to see the information for that NCAGE Code. If this represents your Highest-Level Owner, select "Save and Continue." If not, enter a different NCAGE Code and select "Verify." [Look up](#) the NCAGE Code if you don't know it. *

ABCD3

[VERIFY](#)

CAGE Details for Highest-Level Owner

NCAGE Code: ABCD3
Legal Business Name: Your company
Address Line 1: Your address
City: Your city
State/Province:
Zip/Postal Code: Your zip
Country: Your country

[CANCEL](#)

[PREVIOUS](#)

[SAVE AND CONTINUE](#)



Company Security Level and Highest Employee Security Levels must be selected.

Not Applicable is an option.

Registration Overview

Purpose of Registration

Core Data


- ✓ DUNS Information
- ✓ Verify DUNS Information
- ✓ Business Information
- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- ✓ **General Information**
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data

Page Description

Please enter the business type information for your entity. Select the applicable business types by using the drop down menus or pick lists provided. To use the pick lists select the box next to the business type(s) you want to add and click the "Add" button. To remove a business type select the box next to that business type(s) and select the "Remove" button.

Business Information:

Country of Incorporation:

Company Security Level: 

Highest Employee Security Level:

Business Types:

You have categorized your entity as a: **Business or Organization.**

Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? :

Is your business certified by a state certifying agency as a Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)?:

If your organization is a Federally Recognized Native American Entity choose all that apply:



Make a choice for entity qualification from the drop down menu. **Not Applicable is an option.**

● Financial Information

● Executive Compensation Questions

● Proceedings Questions

● Information Opt-Out

● Review Core Data

Assertions

Business Types:

You have categorized your entity as a: **Business or Organization.**

Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? :

Not Applicable
 Not Applicable
 Community Development Corporation
 Domestic Shelter
 Educational Institution
 Foundation
 Hospital
 Veterinary Hospital



ing agency as a Department of Transportation (DOT) Disadvantaged Business

If your organization is a Federally recognized Native American Entity choose all that apply:



Federally Recognized Native American Entities DO NOT apply to Foreign Owned and Located Entities.

Select Save and Continue.

Representations and Certifications


Points of Contact

Small Business Certification

Submit Certification

[BACK TO USER DASHBOARD](#)

NATIVE AMERICAN ENTITY TYPE PICK LIST	YOUR NATIVE AMERICAN ENTITY TYPES
<ul style="list-style-type: none"><input type="checkbox"/> Alaskan Native Corporation Owned Firm<input type="checkbox"/> American Indian Owned<input type="checkbox"/> Indian Tribe (Federally Recognized)<input type="checkbox"/> Native Hawaiian Organization Owned Firm<input type="checkbox"/> Tribally Owned Firm	
ADD	REMOVE





Select the appropriate option from the drop down menu. Select Manufacturer of Goods if you manufacture products. Not Applicable is an option. Then answer the other two required questions.

Is your business/organization one of the following (if none are applicable, select Not Applicable from the drop-down menu)?

Not Applicable

Not Applicable

Foreign Owned and Located

Small Agricultural Cooperative

Limited Liability Company (if applicable)

Subchapter S Corporation (if applicable)

Manufacturer of Goods

For-Profit Organization

Organization as Defined by the IRS*:

Please select one of the following*:



Socio-Economic Categories DO NOT apply to Foreign Owned and Located Entities. **Select Save and Continue.**

SOCIO-ECONOMIC CATEGORIES PICK LIST	YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES
<ul style="list-style-type: none"><input type="checkbox"/> Veteran Owned Business<input type="checkbox"/> Woman Owned Business<input type="checkbox"/> Women-Owned Small Business<input type="checkbox"/> Joint Venture Women-Owned Small Business<input type="checkbox"/> Joint Venture Economically Disadvantaged Women-Owned Small Business<input type="checkbox"/> Community Development Corporation Owned Firm<input type="checkbox"/> Minority Owned Business	
<input type="button" value="ADD"/>	<input type="button" value="REMOVE"/>
<input type="button" value="CANCEL"/>	<input type="button" value="PREVIOUS"/> <input type="button" value="SAVE AND CONTINUE"/>





Electronic Funds Transfer and Automated Clearing House (ACH) information is NOT REQUIRED for foreign vendors.

Leave fields blank.

New Account

Electronic Funds Transfer (EFT):

EFT information is optional for Non-U.S. Businesses and Organizations. If you choose to provide this information, you must enter an ABA Routing Number, Account Number, and Account Type.

Account Type:

Financial Institute: Your bank name will appear here

ABA Routing Number:

Account Number:

Lockbox Number:

← Leave blank

Automated Clearing House (ACH):

If you entered EFT information above, then at least one method of contact must be provided for your financial institution. Otherwise, this section should be left blank.

NOTE: Some Foreign vendors will have US Banking information.

You have the option to complete this section.

(Only US ABA routing numbers and account numbers may be used)

(xxx)xxx-xxxx

xxx-xxxxxxxxxxx

(xxx)xxx-xxxx

← Leave blank



Remittance Address for Foreign registrations is required.

Remittance Address:

You must provide an address to mail a check to if EFT is unavailable.

Name: *

Address Line 1: *

Address Line 2:

City: *

State/Province

Country: *

Please select a value



ZIP/Postal Code:



If you answer YES to question 1, you must also then supply the names and salaries of the top five executives in your organization in question 2. **Select Save and Continue.**

Registration Overview	
Purpose of Registration	Page Description Please enter the requested information below about your entity. You must provide data for the five (5) most highly compensated executives in your business or organization including parent organization.
Core Data	
✓ DUNS Information	<p><u>Executive Compensation:</u></p> <p>In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:</p> <ul style="list-style-type: none"> • 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and • \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
✓ Verify DUNS Information	
✓ Business Information 1	<input type="text" value="No"/>
✓ IRS Consent	<p>Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 109 of the Internal Revenue Code of 1986?</p>
✓ CAGE or NCAGE Code	
✓ General Information	<input type="text" value="Not Applicable"/>
✓ Financial Information	<p>2</p>
✓ Executive Compensation Questions	
✓ Proceedings Questions	<input type="button" value="CANCEL"/>
✓ Information Opt-Out	<input type="button" value="PREVIOUS"/> <input type="button" value="SAVE AND CONTINUE"/>
✓ Review Core Data	






If you answer YES to question 2, you must provide a listing of the proceedings in Section 3.


Select Save and Continue.

Core Data		Proceedings:
<input checked="" type="checkbox"/> DUNS Information	1	Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract that contains FAR clause 52.209-8?
<input checked="" type="checkbox"/> Verify DUNS Information		
<input checked="" type="checkbox"/> Business Information		No
<input checked="" type="checkbox"/> IRS Consent	2	Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?
<input checked="" type="checkbox"/> CAGE or NCAGE Code		
<input checked="" type="checkbox"/> General Information		Not Applicable
<input checked="" type="checkbox"/> Financial Information	3	Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State <ul style="list-style-type: none">• Criminal proceeding resulting in a conviction or other acknowledgment of fault;• Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or• Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?
<input checked="" type="checkbox"/> Executive Compensation Questions		
<input checked="" type="checkbox"/> Proceedings Questions		
<input checked="" type="checkbox"/> Information Opt-Out		Not Applicable
<input checked="" type="checkbox"/> Review Core Data		
Assertions		






You may opt to NOT have the entity's information displayed publicly. **Select Save and Continue.**

Page Description	
Please enter the requested information below for your entity.	
<p>You may opt-out from displaying your entity information on the SAM Public Search page. This may result in a reduction in Federal government business opportunities and subcontractors choosing this option will not be visible to Prime Contractors.</p> <p>If you are an SBA certified HUB Zone or 8A firm (or applying for one of these certifications), you must authorize the display of your entity's information in SAM's Public Search.</p> <p>If you are interested in performing Intra governmental Transactions (IGT), please note that your information will be removed from Public Search. Your entity will still be available in For Official Use Only (FOUO) searches.</p> <p>Please note that your banking information will be treated as sensitive data and will not be displayed to the public regardless of your selection.</p>	
	<p><input checked="" type="radio"/> I authorize my entity's information to be displayed in SAM's Public Search</p> <p><input type="radio"/> I do not authorize my entity's information to be displayed in SAM's public search</p>
<input type="button" value="CANCEL"/>	<input type="button" value="PREVIOUS"/> <input type="button" value="SAVE AND CONTINUE"/>





Verify the information is correct on the review page.
Scroll down to **Select Save and Continue.**
Select Edit to make any changes.

Register Entity	Review Core Data	
	DUNS:	CAGE Code:
Registration Overview	Review Core Data	
Purpose of Registration	You have completed the Core Data section of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SAVE AND CONTINUE.	
Core Data		
✓ DUNS Information	DUNS Number:	999999999
✓ Verify DUNS Information	D&B Legal Business Name:	Your company
✓ Business Information	Doing Business As:	Your company
✓ IRS Consent		
✓ CAGE or NCAGE Code	[Expand All] [Collapse All]	
✓ General Information	Business & TIN Information:	
✓ Financial Information	Business Information:	 <input type="button" value="EDIT"/>
✓ Executive Compensation Questions	Business Start Date:	01/01/2013
	Fiscal Year End Close Date:	12/31
✓ Proceedings Questions	Company Division Name:	



Only one Primary NAICS is required to be entered in SAM.

(1) Enter the NAICS in the Search NAICS box

(2) Select Search

Purpose of Registration

Core Data

Assertions

- Goods and Services
- Size Metrics
- EDI Information
- Disaster Relief Information
- Review Assertions

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BACK TO USER DASHBOARD

Please enter your Goods and Services information. In the "Search NAICS" or "Search PSC Codes" text box, type in the code or enter a word description of the type of services your business is involved in. Highlight the NAICS or PSCs that are applicable to your entity and click "Add." NAICS and PSC codes that you have successfully added to your registration will show up in the "NAICS Codes Selected" or "PSC Codes Selected" box. If needed, you can delete a NAICS or PSC by clicking the "X" to the right of each one you have selected.

Add NAICS Classification Codes: *

Search NAICS:

SEARCH **CLEAR**

NAICS Codes Selected:

*Only 100 characters of the description is shown.

Mark as Primary	NAICS Code	Description	
<input type="radio"/>	561740	CARPET AND UPHOLSTERY CLEANING SERVICES	X
<input type="radio"/>	621610	HOME HEALTH CARE SERVICES	X
<input checked="" type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	X

ADD



If you do not know what your NAICS codes are you can search for them by going to <http://www.census.gov/eos/www/naics/>.



- (1) Select your NAICS under the search box to highlight it.
- (2) Select Add at the bottom of the box.

Core Data

Assertions

- Goods and Services
- Size Metrics
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applicable to your entity and click "Add." NAICS and PSC codes that you have successfully added to your registration will show up in the "NAICS Codes Selected" or "PSC Codes Selected" box. If needed, you can delete a NAICS or PSC by clicking the "X" to the right of each one you have selected.

Add NAICS Classification Codes: *

Search NAICS:

812910

812910	PET CARE (EXCEPT VETERINARY) SERVICES

1

NAICS Codes Selected:

*Only 100 characters of the description is shown.

Mark as Primary	NAICS Code	Description	
<input checked="" type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	X

2

ADD

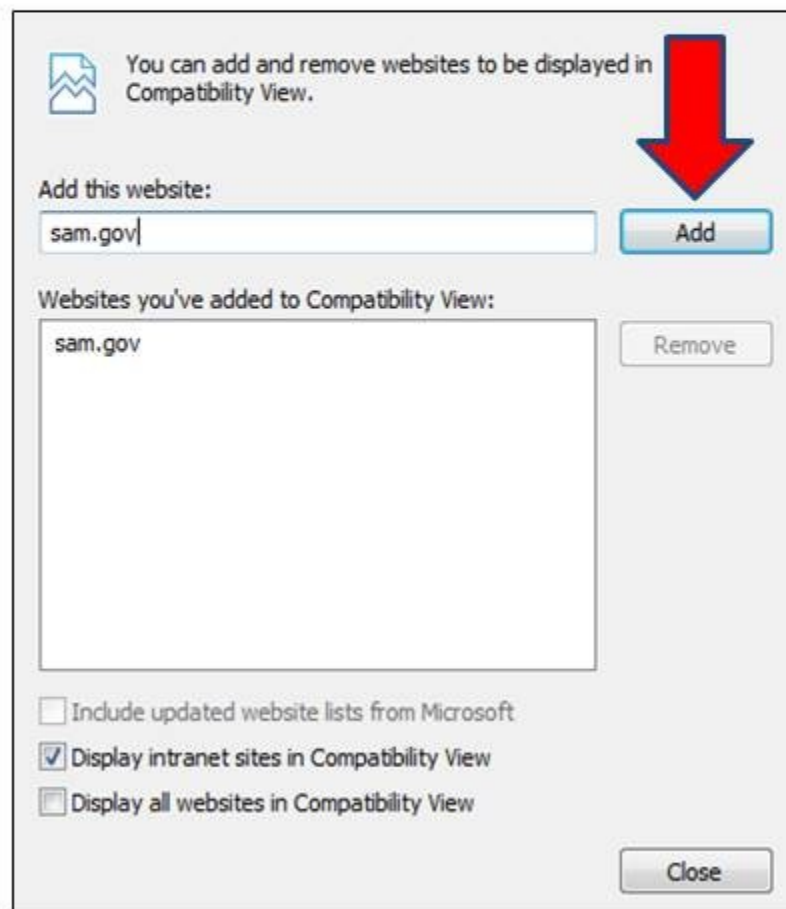
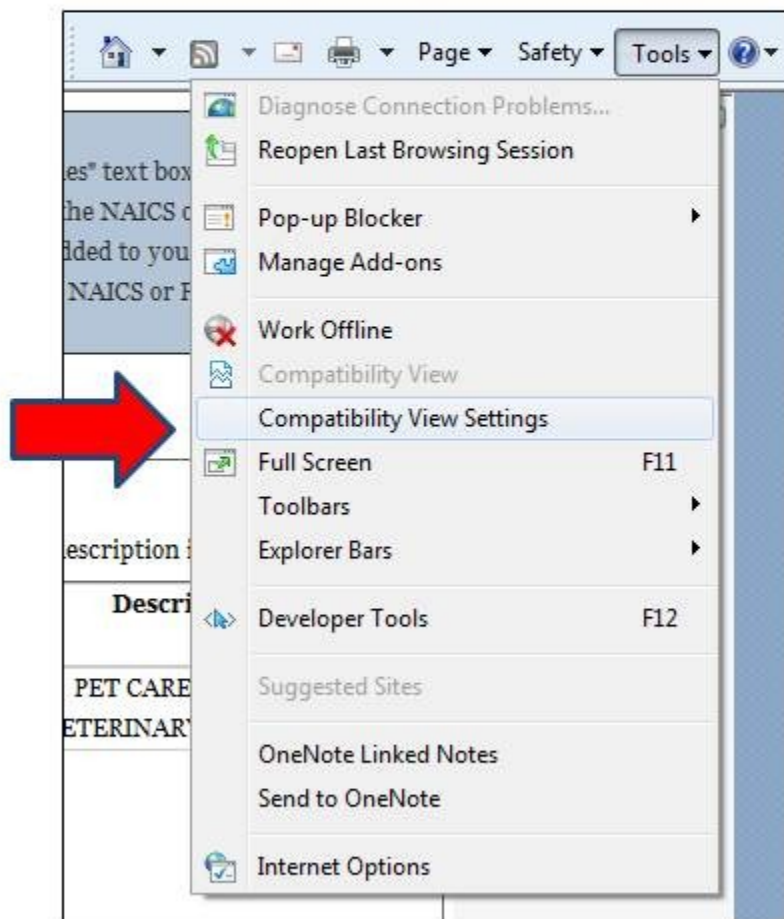
You MUST select one as Primary.



If nothing happens when you search for the NAICS try selecting “Compatibility View”.

Tools → Compatibility View Settings

Type in www.sam.gov → Select add.





PSC codes are optional. **Select Save and Continue.**

Add PSC Classification Codes:

Search PSC Codes:

SEARCH **CLEAR**


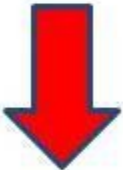
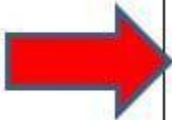
PSC Codes Selected:

*Only 100 characters of the description is shown

PSC Code	Description
----------	-------------

ADD

CANCEL **PREVIOUS** **SAVE AND CONTINUE**





A valid dollar amount must be entered for the Total Annual Receipts without punctuation-no decimals, commas, or dollar sign. This is a three year average. **Select Save and Continue.**

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

Industry-Specific Size Metrics (Present the following fields at the bottom of the page:)

Barrels Capacity: (NAICS code 324110)

Total Megawatt Hours: (One or more of following NAICS Codes: 221111, 221112, 221113, 221114, 221115, 221116, 221117, 221118, 221119, 221121, 221122)

Total Assets: (One or more of following NAICS Codes: 522110, 522120, 522130, 522190, 522210, 522293)

World Wide:

Total Receipts (3 year average): *

\$ 100000

Average Number of Employees (12 month average): *

5

Location (Optional):

Annual Receipts (3 Year Average):

\$

Average Number of employees (12 Month Average):

CANCEL

PREVIOUS

SAVE AND CONTINUE





Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats. **Select Save and Continue.**

Core Data

Assertions

- ✓ Goods and Services
- ✓ Size Metrics
- ✓ **EDI Information**
- ✓ Disaster Relief Information
- ✓ Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

Do you wish to enter EDI Information for your non-government entity? No

EDI Information:

EDI VAN Provider:

ISA Qualifier:

ISA Identifier:

Functional Group Identifier:

820s Request Flag:

NOTE:
If the answer is Yes to the above question this section needs to be completed.

CANCEL
PREVIOUS
SAVE AND CONTINUE

If you have questions about doing business through EDI, please contact your local Procurement Technical Assistance Center (PTAC). <http://www.aptac-us.org/>

WARFIGHTER SUPPORT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT



This section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster.

Select Save and Continue.

Registration Overview

Purpose of Registration

Core Data

Assertions

- Goods and Services
- Size Metrics
- EDI Information
- Disaster Relief Information**
- Review Assertions

Representations and Certifications

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[BACK TO USER DASHBOARD](#)

Page Description

Please enter the requested information. If Provided, this information will be used by FEMA for finding contractors for disaster relief situations. For additional information on FEMA disasters, please click [here](#)

Do you wish to enter Disaster Relief Data for your entity? No

Does your company require bonding to bid on Contracts? Please select a value

Bonding Level:

Please provide the bonding level type, value must be input in whole dollars.

- Construction Bonding Level, Per Contract (dollars)
- Construction Bonding Level, Aggregate (dollars)
- Service Bonding Level, Per Contract (dollars)
- Service Bonding Level, Aggregate (dollars)

Geographic Area Served:

If you select "any state" this will indicate a nationwide search. Alternatively, you can select up to three states. If you select on state, you can select up to three counties and three metropolitan statistical areas.

Any State
 One State
 Multiple States

NOTE:
If the answer is Yes to the above questions this section needs to be completed.



Verify the information is correct. Select Save and Continue.

Size Metrics

World Wide:

Total Receipts (3 year average): \$ 1

Average Number of Employees (12 month average): 1

Location (Optional):

Annual Receipts (3 Year Average): \$

Average Number of employees (12 Month Average):

EDI Information

Do you wish to enter EDI Information for your non-government entity? No

Disaster Relief Information

Do you wish to enter Disaster Relief Data for your entity? No

Geographic Area Served:

CANCEL PREVIOUS **SAVE AND CONTINUE**





To add additional people, select **“Add New Person”**. If you are unable to add a new person, switch to compatibility mode.

Representations and Certifications


- ✓ FAR Response 1
- ✓ FAR Response 2
- ✓ FAR Response 3
- ✓ FAR Response 4
- ✓ Architect-Engineer Response
- ✓ Defense Response
- ✓ Review Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

- Who are the person(s) within Your name responsible for determining prices offered in bids/proposals? ([FAR 52.203-2](#))
 
- Does Your name have other plants/facilities at different addresses routinely used to perform on contracts? ([FAR 52.214-14](#), [FAR 52.215-6](#))

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)
- TIN is on file. ([FAR 52.204-3](#), [FAR 52.212-3](#))
- For products designated by the Environmental Protection Agency and provided by Your name does the percentage of recovered material content meet the applicable EPA guidelines? ([FAR 52.223-4](#), [FAR 52.223-9](#))



When you select **“Person”**, a text field will open. Add a person’s first and last name and title. **Select Close.**

Add New Person

‣BC - MANAGER

‣Person

Name :

Title :

Close Delete

*You must click Save and Continue below to complete desired action.

‣Person


‣Person

‣Person

‣Person



Select **“Add New Plant/Facility”** to add Plant/Facility at other locations.

Plant/Facility  Add New Plant/Facility

Place of Performance Address :

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

Owner :

Owner Address :

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

***You must click Save and Continue below to complete desired action.**



Make sure to answer every question as you go through this section.

Representations and Certifications

- ✓ FAR Response 1
- ✓ **FAR Response 2**
- ✓ FAR Response 3
- ✓ FAR Response 4
- ✓ Architect-Engineer Response
- ✓ Defense Response
- ✓ Review Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

5. Your name a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern?

([FAR 52.219-2](#))

No

If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: ([FAR 52.219-2](#))

Begin by selecting a state to show the labor surplus areas within that state, and then select the area

6. Your name owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis?

([FAR 52.204-3](#), [FAR 52.212-3](#))

No

If yes, please provide the company name and TIN for the common parent. ([FAR 52.204-3](#), [FAR 52.212-3](#))

Company Name :

TIN :

7. Our records indicate there is not an active exclusion for Your name Are any Your name , or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? ([FAR 52.209-5](#), [FAR 52.212-3](#))

No



Question 17 is a commonly missed question. The answer to this question is located below the NAICS code box.

- ✓ FAR Response 1
- ✓ FAR Response 2
- ✓ **FAR Response 3**
- ✓ FAR Response 4
- ✓ Architect-Engineer Response
- ✓ Defense Response
- ✓ Review Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

[BACK TO USER DASHBOARD](#)

[52.212-3](#))

17. Are you a Small Disadvantaged Business?

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts). When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small".

The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards.

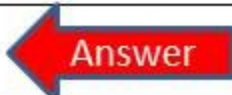
The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there.

The "Edit" button will return you to the correct location to make these changes.

[\(FAR 52.212-3, FAR 52.219-22\)](#)

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
812910	PET CARE (EXCEPT VETERINARY) SERVICES			N/A

[VIEW MORE](#)

 **Answer**

[EDIT](#)



Another commonly missed question is number 23. Select one of the options.

23. Please choose one of the following statements that applies to Your name: ([FAR 52.222-25](#), [FAR 52.212-3](#))

- Your name has developed and has on file affirmative action programs required by Secretary of Labor regulations.
- Your name does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.
- Your name has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.

Choose
one



You are not required to answer the Architect-Engineer Response questions if you have not selected the NAICS listed. **Select Save and Continue.**

Register Entity	Architect-Engineer Response
	DUNS: CAGE Code:
Registration Overview	Page Description
Purpose of Registration	Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)*
Core Data	*All questions are mandatory.
Assertions	
Representations and Certifications	
✓ FAR Response 1	27. Our records indicate that Your name have not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.
✓ FAR Response 2	<input type="button" value="CANCEL"/>
✓ FAR Response 3	<input type="button" value="PREVIOUS"/>
✓ FAR Response 4	<input type="button" value="SAVE AND CONTINUE"/>
✓ Architect-Engineer Response	



The box at the bottom of this page must be checked **Select Save and Continue.**

[DFARS 252.216-7008](#): Economic Price Adjustment-Wage Rates or Material Prices Controlled by a Foreign Government-Representation.


[DFARS 252.225-7000](#): Buy American Statute--Balance of Payments Program Certificate

[DFARS 252.225-7020](#): Trade Agreements Certificate.

[DFARS 252.225-7022](#): Trade Agreements Certificate - Inclusion of Iraqi End Products.

[DFARS 252.225-7035](#): Buy American Act--Free Trade Agreements--Balance of Payments Program Certificate (Alternate I, II, III, IV & V)

[DFARS 252.247-7022](#): Representation of Extent of Transportation by Sea

- 
- I have read each of the FAR and DFARS provisions presented above. By submitting this certification, I, Your Name, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent Your name in any of the above representations or certifications to the Government.

CANCEL

PREVIOUS



SAVE AND CONTINUE




**Make sure to enter the first and last name in the proper boxes.
This MUST be a person's name not a title or company name.
The registration process will not be completed without
a valid individual's name.**

Assertions

Representations and
Certifications

Points of Contact

 POC Details



Small Business Certification

Submit Certification

[BACK TO USER DASHBOARD](#)

Mandatory Points of Contact


Accounts Receivable POC

Title:	<input type="text"/>	
First Name: *	<input type="text" value="Your"/>	
Middle Initial:	<input type="text"/>	
Last Name: *	<input type="text" value="Name"/>	
Email: *	<input type="text" value="youremail@email.com"/>	
Phone: * US or Non US Phone is mandatory		
US Phone:	<input type="text"/>	(XXX)XXX-XXXX
Extension:	<input type="text"/>	XXXXXXX
Non US Phone:	<input type="text"/>	XXXX-XXXXXXXXXXXX
US Fax: *	<input type="text"/>	(XXX)XXX-XXXX
Notes:	<input type="text"/>	



If you are entering the same information as you entered in the POC section select copy from in the drop down box.

Electronic Business POC

Copy From: 

Title:

First Name: *

Middle Initial:

Last Name: *

Email: *

Phone: * US or Non US Phone is mandatory

US Phone: (XXX)XXX-XXXX

Extension: XXXXXXX

Non US Phone: XXXX-XXXXXXXXXXXX

US Fax: * (XXX)XXX-XXXX

Notes:



Make sure to assign a Government POC.

Government Business POC	
Title:	<input type="text"/>
First Name: *	<input type="text" value="Your"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Name"/>
Email: *	<input type="text" value="Youremail@email.com"/>
Phone: * US or Non US Phone is mandatory	
US Phone:	<input type="text"/> (xxx)xxx-xxxx
Extension:	<input type="text"/> xxxxxxx
Non US Phone:	<input type="text"/> xxx-xxxxxxxxxxxx
US Fax:	<input type="text"/> (xxx)xxx-xxxx
Notes:	<input type="text"/>
Address Line 1: *	<input type="text" value="Your address"/>
Address Line 2:	<input type="text"/>
City: *	<input type="text"/>

DLA CAGE will contact GOVT POC for any questions

The Government POC must have the ability to enter into contractual agreements with the Federal Government.



The **OPTIONAL** Points of Contact are at the bottom of the page. You will need to select **“Add Optional POC”** to enter additional POC’s other than those listed. **Select Save and Continue.**

US Phone:	<input type="text"/>	(xxx)xxx-xxxx
Extension:	<input type="text"/>	xxxxxxx
Non US Phone:	<input type="text"/>	xxxx-xxxxxxxxxxxx
US Fax:	<input type="text"/>	(xxx)xxx-xxxx
Notes:	<input type="text"/>	

Optional Points of Contact

- ▶ Optional POC
- ▶ Past Performance POC
- ▶ Past Performance Alternate POC
- ▶ Electronic Business Alternate POC
- ▶ Government Business Alternate POC

To add Govt. Bus. or E-Biz Alternate POC's Select here

Select each POC type listed

SAVE AND CONTINUE



Expand each of the tabs in the navigation menu to make sure every page is complete. As you Select each section, the tab expands and you will see either green checks, grey dots or a red X. The red X or grey dot means that you need to return to that section. If you have green checks on every section, scroll to the bottom of the page. **Select Submit.**

Registration Overview	
Purpose of Registration	
Core Data	
✓ DUNS Information	Entity Review
✓ Verify DUNS Information	You have completed all sections of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SUBMIT.
✓ Business Information	DUNS Number: 999999999
✓ IRS Consent	D&B Legal Business Name: Your company
✓ CAGE or NCAGE Code	Doing Business As: Your company
✓ General Information	Core Data
✓ Financial Information	[Expand All] [Collapse All]
✓ Executive Compensation Questions	Business & TIN Information:
✓ Proceedings Questions	Business Information: [EDIT]
✓ Information Opt-Out	Business Start Date: 01/01/2013
✓ Review Core Data	Fiscal Year End Close Date: 12/31
	Company Division Name:
	Company Division Number:
	Corporate URL:
	Congressional District:

Look for all green checks



After submission, the Congratulations Page should be displayed.
If not, go through the previous registration screens to review.

Make changes. **Select Submit.**

To confirm the status of the registration, **Select Print Summary.**

The screenshot displays a web interface for a registration process. On the left is a navigation menu with the following items: Register Entity, Registration Overview, Purpose of Registration, Core Data, Assertions, Representations and Certifications, Points of Contact, Small Business Certification, Submit Certification (highlighted in blue), Entity Review (with a green checkmark), Confirmation Page (with a blue arrow), and BACK TO USER DASHBOARD. The main content area is titled 'Confirmation Page' and contains a 'Congratulations!' message: 'You have completed the registration of your entity. Click the Print Summary button below to be redirected to the Entity Record Page of the Entity Dashboard. This page will allow you to save and print a copy of the completed registration for your records.' Below the message is a 'PRINT SUMMARY' button, which is pointed to by a large red arrow.



The Print Summary Page displays a status.

- (1) **“Submitted”** indicates the record is processing.
- (2) **“Work in Progress”** indicates the record was NOT successfully submitted and you will need to
- (3) **Select Entity Record** to review and complete.

The screenshot displays the Entity Dashboard interface. On the left, a sidebar contains navigation links: Entity Dashboard, Entity Overview, Entity Record (highlighted with a red arrow and the number 3), Core Data, Assertions, Reps & Certs, POCs, Exclusions, Active Exclusions, and Inactive Exclusions. A 'BACK TO USER DASHBOARD' button is also present. The main content area shows a summary for 'Your name' with DUNS: 999999999, CAGE: ABCD1, and Status: Submitted. Below this, two entity information panels are shown. Panel 1 (labeled with a red '1') shows 'Registration Status: Submitted' circled in red. Panel 2 (labeled with a red '2') shows 'Registration Status: Work In Progress' circled in red. Both panels also display 'DUNS: 999999999', 'Name: Your name', and 'Business Type: Business or Organization'. Below each information panel is an 'Exclusions' section with a minus sign and the text 'Active Exclusion Records? No'.



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